

Municipal Highway Superintendent (Grade-IV)  
Vacancy October 2020

To attract a larger pool of applicants and quality candidates, the salary range for Highway Superintendent has been increased. The Town of Dudley is seeking a motivated, energetic and experienced professional to lead the municipal highway department, a major municipal department into the future. The successful candidate will have demonstrable skills in project management, grant-funding and organizational change. Past success in project management for mid-sized highway construction projects, snow and ice removal operations, infrastructure projects and a proven, successful record of labor management is a must. Veterans with equal or similar military leadership experience are encouraged to apply. This position requires the ability and experience to operate all equipment generally associated with a town municipal highway department, and to obtain and retain the correct licensure as well as the administrative skills to function in a 2021 office environment. This is a multi-faceted position that will require a leader that is comfortable with dealing compassionately and professionally with the public and other governmental departments and is capable of presenting projects and budget plans to the public and to superiors.

**DUTIES & RESPONSIBILITIES:** Acting within and insuring that all relative federal, state and local laws, bylaws and regulations are followed, the Highway Superintendent is responsible for the planning, coordination, supervision and reconstruction of roads and drainage systems; the preparation of documentation for state reimbursement; the maintenance and coordination of brush and grassy areas along roadways; the spring cleanup of sand and debris from roadways; the scheduling and coordination of storm water management operations and regulatory requirements for town-owned roadways and properties; the supervision and coordination of the repair of lawns damaged by snow plowing; the planning, coordination and supervision of minor repairs on town bridges; maintenance and supervision of painting of stop lines and road striping of center lines.

Responsible for light maintenance and minor repairs in and around Town dams. Performs Tree Warden duties as provided in town bylaws and MGL.

Responsible for the Building, grounds and cemetery divisions.

Plans and manages snow and ice removal operations, including supervision of private contractors and when necessary engaging in snow removal.

Prepares weekly Highway, Recycling and Buildings and Grounds Dept; prepares and submits various forms to state agencies; prepares forms for State Chapter 90 approvals and reimbursements.

Inspects driveways prior to issuance of occupancy permits; issues road opening permits and collects fees; reviews subdivision plans.

Installs and maintains inventory of street and traffic signs.

Oversees building and equipment repairs; schedules maintenance for the Town Hall; monitors and accounts for Highway, Recycling and Buildings and Grounds accounts; prepares departmental annual operating and capital budgets; prepares bid packages and writes specifications for new equipment.

With the approval of the Town Administrator, proactively and regularly seeks and applies for grant-funding and other sources of funding to repair, improve, upgrade any town infrastructure and equipment that involves, but is not limited to, streets, roadways, drainage, equipment related to the highway department, and any other infrastructure that falls under the function of the highway department or related division, and works cooperatively with the Town Planner and other town departments.

Submits monthly reports to the Board of Selectmen and Town Administrator regarding completed work and schedule of work; plans for future work; develops schedules and cost estimates. Attends and regularly reports on departmental progress at Selectmen meetings. Acts as the Town's representative to the public, other governmental agencies, vendors and businesses for matters directly-related to the Dudley Highway Department.

Supervises and assigns personnel to specific jobs; provides training and guidance to employees and addresses employee concerns. The Highway Superintendent is responsible for loss-prevention, safety training, inventory of all town-owned equipment and progressive discipline of all employees under his direction.

Performs other similar or related work as required, or as situation dictates.

**WORK ENVIRONMENT:** Administrative work is performed in office conditions; field work is performed outdoors with exposure to adverse weather conditions and hazards associated with heavy equipment and traffic; work is subject to administrative deadlines and weather-related situations; attends weekly meetings of the Board of Selectmen; on call to respond to emergencies.

- The employee operates standard office equipment, surveying equipment, hand, power and pneumatic tools, trucks, light equipment and heavy equipment.
- The employee has frequent contact with the general public and town departments.
- The employee has access to department-oriented confidential information, including personnel records, collective bargaining negotiations, and legal proceedings, bid documents, and subdivision and road plans.

Errors in administrative and supervisory decisions could result in delay or loss of service, monetary loss, and injury to employees, damage to buildings and equipment and legal repercussions

**MINIMUM QUALIFICATIONS:**

Associates Degree required; Bachelor's Degree preferred with a minimum of ten years of road construction experience, including minimum five years of supervisory experience; snow and ice removal and highway construction or engineering experience; financial management and supervisory experience; project management or an equivalent combination of education and experience. Preference given to qualified candidates with experience securing and managing grant projects. Military leadership experience and training in a relevant discipline, such as engineering or logistics administration may be substituted for up to four years required experience, or minimum education requirement. Veterans are encouraged to apply.

**ADDITIONAL REQUIREMENTS**

Valid Massachusetts Class B Driver's License

Hoisting License

Airbrake endorsement

**KNOWLEDGE, ABILITY AND SKILL**

Knowledge of the procedures, equipment, materials and tools relative to road construction and maintenance methods, materials and techniques; knowledge of financial planning and budgeting, personnel management and procurement procedures; familiarity with the operation of town government.

Ability to supervise employees that are subject to a collective bargaining agreement, non-union employees and part-time, seasonal or fill-in labor.

Ability to plan, assign and supervise the work of groups of employees; ability to communicate effectively orally and in writing; ability to read blueprints and plans.

Strong management and leadership skills; communication skills; organization and planning skills; computer skills.

Must maintain residence within 15 miles of Dudley when measured from town border to border, or other location at discretion of the Board of Selectmen.

**PHYSICAL REQUIREMENTS** Minimal physical effort is required to perform administrative duties; however strenuous physical effort is required to perform field work. The employee is routinely required walk, reach, stand, stoop, and climb on job sites; exposure to adverse weather conditions. The employee is occasionally required to lift, move, and/or push items weighing up to 100 pounds. Vision requirements include the ability to read and analyze technical documents, use a computer, and operate motor vehicles and mechanical equipment.

**WORK SCHEDULE** Full-time – 40 hours weekly. Schedule: Hours of work are Monday-Friday, 8 hours daily during core hours of 7AM-5PM. This position is salaried and will require the Highway Superintendent to adjust to a changing schedule to facilitate a wide variety of operations, including plowing, snow and ice operations, emergency response and unscheduled events.

**PRE-EMPLOYMENT REQUIREMENTS** • A criminal background check (CORI) will be completed for the recommended candidate and a pre-employment physical, including a drug test will be completed. References will be checked. No candidate will be eligible for hire in advance of the satisfactory completion of these requirements.

**SALARY RANGE:** This is a full-time position classified at grade-IV with a starting salary range of \$87,339.00-\$94,908.81 annually. Position is classified as an employee-at-will.

Employee will be eligible for bonus or merit increases based on performance and eligible for Cost of Living Adjustments (COLA) and generous health insurance and earned-time package.

**POSTING DATE:** September 14, 2020

**ENDING DATE:** October 5, 2020

Interview Dates will likely be scheduled 10/14-10/15

Interested applicants should electronically submit cover letter, two professional and two personal references and resume to [selectmen@dudleyma.gov](mailto:selectmen@dudleyma.gov) Jonathan Ruda, Town Administrator no later than 4PM on October 5, 2020.

Full Job Description is available online at [dudleyma.gov](http://dudleyma.gov) or via email [selectmen@dudleyma.gov](mailto:selectmen@dudleyma.gov).

Jonathan Ruda  
Town Administrator:  
9/14/20